INTRODUCTION TO RESEARCH FOR HUMAN SUBJECTS INVESTIGATORS

To log onto / register for the **Collaborative Institutional Training Initiative (CITI) Program** website, follow the instructions below:

1. Open your internet browser, and go to the address below.
   https://about.citiprogram.org
2. Click on **Log In** in the upper right corner OR Click on the **Register** link box to register as a new user.
   ==**(If you <u>have</u> a username and password from a previous occasion, use these to login.)**==

   ==If you have already taken a course in CITIProgram, click on "**View Courses**". Scroll down to "**My Learner Tools**" and select "**Add a Course**" and **Skip to #9 below**.==

3. New users, in Section 1 (**Select your institution or organization**), select "Rocky Vista University" from the drop-down list of **"Participating Institutions"**, then click **"Continue to Step 2"** at the bottom of the page.
   The list is alphabetical, so you will need to scroll quite a way down the list to find RVU. (Ignore the other drop-downs in Section 1.)
4. In Section 2 (**Personal Information**), enter your first and last names in the appropriate spaces. Then, enter a primary and secondary e-mail address, as directed. (The secondary e-mail address is optional.)
   Then click **"Continue to Step 3"** at the bottom of the page.
5. In Section 3 (**Create your Username and Password**), create a username and a password. Additionally, select a security question from the drop-down menu, and enter the answer to the security question in the space provided. (Remember to record these securely, as you will need to re-access this site to refresh this training on an annual basis.)
   Then click **"Continue to Step 4"** at the bottom of the page.
6. In Section 4 **(Gender, Ethnicity and Race),** respond to the listed questions. (If you prefer to not disclose this information, this is offered as an answer option.)
   Then click **"Continue to Step 5"** at the bottom of the page.
7. In Section 5 (**CME/CEU credits (required)**), click the "**No**" box, unless you want to use the CITI course(s) for **CME/CEU credit**. Answering "YES" to this question may result in a charge for the CME/CEU credits awarded.
   Additionally, check "**Yes**" if you are willing to respond to a CITI Program survey. Check "**No**" if you do not wish to participate in the survey.
   Then click **"Continue to Step 6"** at the bottom of the page.
8. In Section 6, please provide the detailed information requested. All this information will be held as confidential. Note that only certain fields are required. These fields are: "Institutional email address", "Department", and "Role in

Research".
Then click **"Continue to Step 7"** at the bottom of the page.

<mark>Adding a Course</mark>

9. Please select the curricular options appropriate for your status and category, as outlined below:

   a. In Question 1, select the "<mark>**Introduction to Research**</mark>" button.
   b. In Question 2, select the **"Not at this time, thank you**" button.
   c. In Question 3, select the "**Not at this time**" button.
   d. In Question 4, select "**Not at this time**" button.
   e. In Question 5, select "**Not at this time**" button.
   f. In Question 6, select "**Not at this time**" button.
   g. In Question 7, select "**Not at this time**" button.
   h. Any additional questions, you may answer, "**No**".

10. Click on the **"Complete Registration"** button.
11. You are ready to begin the course.
    a. Enter the course by clicking on the specific course name link under the "**Courses Ready to Begin**" column.
    b. Follow the directions to complete each required module for the course.
12. When you complete each required course, you should save a copy of the "Certificate of Completion" and provide a copy to the IRB Compliance Administrator with your IRB application documents at: ldement@rvu.edu